# MONITORING CHECKLIST FOR DEPUTIZED HEIs

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<thead>
<tr>
<th>Institution</th>
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<tr>
<td>Address</td>
<td>__________________________________________________________________</td>
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<tr>
<td>Name of President</td>
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## PROGRAM

<table>
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<tr>
<th>PROGRAM</th>
<th>ACCREDITED STATUS</th>
<th>AGENCY</th>
<th>YEAR DEPUTIZED</th>
<th>NO. OF GRADUATES</th>
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**To the Evaluator**: Use the following scale in evaluating the institution.

- **5** -- if provision provided is *very extensive* and functioning *excellently*
- **4** -- if provision is *moderately extensive* and functioning *very well*
- **3** -- if provision is *adequate* and functioning *well*
- **2** -- if provision is *limited* but functioning *well*
- **1** -- if provision is *very limited* and functioning *poorly*

## I. Consistency of ETEEAP with Institutional Vision, Mission, Goals and Objectives

1. The recognition and valuing of learning from sources outside of schools are integral part of the institution’s vision, mission, goals and objectives (VMGO)

## II. Organizational and Management for Implementing ETEEAP

1. The institution has established a unit specifically for the purpose of implementing the ETEEAP.

2. The units established for implementing ETEEAP has the following support personnel:
   - A head
   - A recruitment, selection, and admission person
   - A career guidance counselor
   - An alternative learning program person; and
   - A registration records management person

3. The unit implements the following systems and procedures for:
   - Recruitment, selection and admissions;
   - Registration and records management;
   - Initial guidance and preliminary work experience assessment;
   - Evaluation
   - Selecting and appointing members of the panel of assessors both for internal and external assessment

4. The institution has adopted a reasonable transparent schedule of fees and charges for assessment services.

5. The institution has provisions for the following:
   - Physical space for ETEEAP services
   - A space and requisite facilities for the conduct of in-house assessment
   - Learning resources and support facilities for implementing the alternative learning program packages
   - Staff training services for counseling, assessment, and alternative learning program packaging and management
   - Regular monitoring and evaluation services to ensure program quality and
   - Established linkages with industry representatives of programs offered under ETEEAP

## III. Funding for ETEEAP Implementation

1. The institution has a regular annual budgetary allocation for the implementation of ETEEAP and institutionalization of alternative learning system for higher education.
### IV. ETEEAP Assessment Processes and Requirements

1. The institution has the following implementation processes and requirements.
   
a. Alternative learning program packages with specific curriculum and other degree-completion requirements and processes;
   
b. The non-school based college-level learning competencies in each ETEEAP program where credit will be awarded.
   
c. Evidence(s) of competent performance(s) required for minimum compliance to qualify for the completion in each of the ETEEAP degrees offered.
   
d. Qualitative and quantitative performance standards for non-school based learning competencies.
   
e. Criteria and guidelines for judging levels of competence.
   
f. Guidelines and procedures for translating learning outcomes into college-level credits.
   
g. A pool of trained internal and external ETEEAP assessors.
   
h. Appropriate assessment and accreditation framework for different needs of diverse ETEEAP clientele; and
   
i. Different assessment “menus” or appropriate methods of assessing and competencies.

### V. Quality Assurance System for Sustaining Formal Academic Program Alternative Learning System for Higher Education

1. The institution has devoted to ETEEAP and the Alternative Learning System for Higher Education, well-defined operational support systems, namely:
   
a. Expertise pool (administration and management, program packaging, assessors, counselors, curriculum specialists, tutors, mentors, etc.)
   
b. Administrative (finance, budget and general services)
   
c. Physical facilities and learning resource
   
d. Internal and external program linkages and network with provider and user-sectors
   
e. Program planning, implementation, monitoring and performance evaluation; and
   
f. Staff continuing professional capability development program

2. The institution has budgetary support for the operations of the different support systems for formal programs and the Alternative Learning System for Higher Education.

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**Comments:**

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**Evaluated by:**

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*Signature over printed name*

**Date Evaluated:**

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